Ergonomics Principle

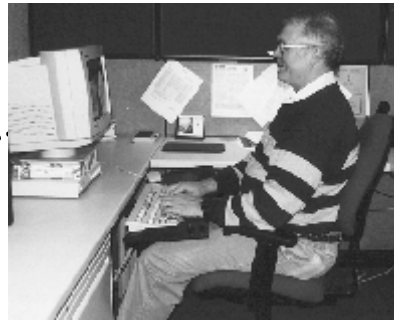## Enlarge the job to include tasks other than keying

Reduces highly repetitive motions - keying

Enlarge the job to include tasks
other than keying

Hand writing

Work
standing up

Make photocopies

Walk while delivering
materials

Other benefits:

- Reduces fatigue
- Increases employee morale and job satisfaction
- Promotes pauses and stretching while switching from one job to the next

  Find ergonomics principles for office work in the following publications:

  - http://www.lni.wa.gov/IPUB/417-133-000.pdf
  - http://www.osha.gov/SLTC/computerworkstations_ecat/index.html